

Initiating a New Application

(NOTE: This is only for the initial application; you will need to subsequently complete a full application in WebCAMP.)

NEW USERS

(Do not have an existing account in WebCAMP)

1. Click on the following link:

[http://cfqa01.med.nyu.edu/webcamp/SourceCode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RFA=1&DSN=1&RootURL=http\\$cfqa01.med.nyu.edu\\$webcamp\\$SourceCode\\$](http://cfqa01.med.nyu.edu/webcamp/SourceCode/WebCAMP_Protocol/NoLogin/NotificationOfIntent.cfm?RFA=1&DSN=1&RootURL=http$cfqa01.med.nyu.edu$webcamp$SourceCode$)

2. Select the Application Type and click *Continue*.

Initiate New Application

Please select the type of application you wish to submit:

- ☐ CTSI: Full Support
- ☐ CTSI: Partial Support
- ☐ CTSI: Purchase of Service
- ☐ CTSI: Use of Space Only
- ☐ CTSI: CTSI Support - Federally-Approved Science

[Continue](#)

3. Check off which services/resources you are requesting and click *Continue*.

Which services/resources are you requesting from the NYU CTSI?
(check all that apply)

- ☐ CTSI Biorepository [More](#)
- ☐ CTSI Center for Health Informatics and Bioinformatics [More](#)
- ☐ CTSI Clinical Research Center [More](#)
- ☐ CTSI Community Engagement and Population Health [More](#)
- ☐ CTSI Core Laboratory [More](#)
- ☐ CTSI Study Design, Biostatistics and Ethics [More](#)
- ☐ Non-CTSI Resources
- ☐ Participant Compensation

[Continue](#)

4. Answer all questions listed regarding the study/subjects and click *Continue*.

**Initiate New Submission:
CTSI: Full Support**

Study information:

Human subjects? ☒ yes ☐ no

Subjects **under the age of 21**, or a **pediatric** disease/condition? ☐ yes ☐ no

Subjects **over the age of 21**, or an **adult** disease/condition? ☐ yes ☐ no

Is this study a **clinical trial**? ☐ yes ☐ no

If yes, phase ☒

Not a clinical trial
(select phase)

I

I-II

II

II-III

III

III-IV

IV

Animal subjects? ☐ yes ☐ no

Industry-initiated? ☐ yes ☐ no

Externally peer-reviewed and approved funding? ☐ yes ☐ no

[Continue](#)

5. Enter PI name, Brief Study Title, and your name (if you are not the PI), and click *Continue*.

**Initiate New Submission:
CTSI: Full Support**

Principal Investigator's name: ,
last *first*

Short name for study (80 chars or less):

Your name (if you are not Principal Investigator): ,
last *first*

[Continue](#)

6. Click Continue and a new account will be created for you. **Note that an account will only be created for the person submitting the application. If this is not the PI, the PI will not have an account created for him/her.** Click *Continue*.

**Initiate New Submission:
CTSI: Full Support
"Brief Study Title"**

The name 'Name, PI' was not found in the current NYU CTSI database.
Please click "Continue" to proceed to entering the Principal Investigator's demographic information.

[Continue](#)

7. Complete the demographic information – for both the PI and yourself, if applicable – and click *Continue*.

Initiate New Submission:
CTSI: Full Support
"Brief Study Title"

Please provide data in all fields, then press Continue.

Principal Investigator's name: Name, PI

Institution:

If other, specify:

Department:

Academic/Institutional Title:

Phone:

E-mail:

[Continue](#)

8. Set a password for your WebCAMP account – **your new password must have at least one capital letter and one number**. Click *Continue*.

Initiate New Submission:
CTSI: Full Support
"Brief Study Title"

It looks as if you have not previously used the NYU CTSI protocol authoring and review system (ePAR). Please provide a password that will be used for future access to this system to submit your application: (Don't forget to make a note of the password for future reference!)

Password:

Re-Type Password:

[Continue](#)

9. Click on *Close Window* (not shown here) to exit and check your e-mail for a link to log into WebCAMP.

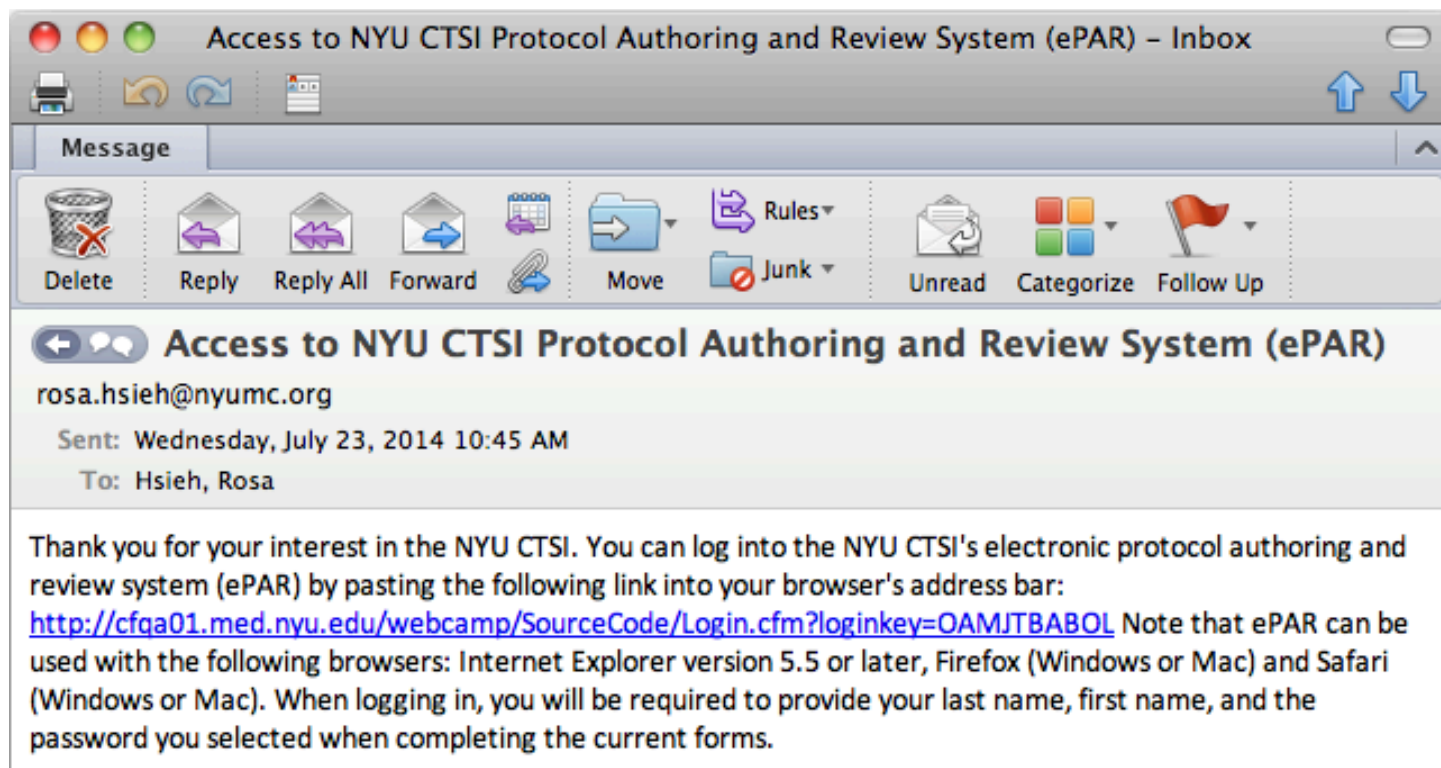
Initiate New Submission:
CTSI: Full Support
"Brief Study Title"

(NYU can put its own message here.)

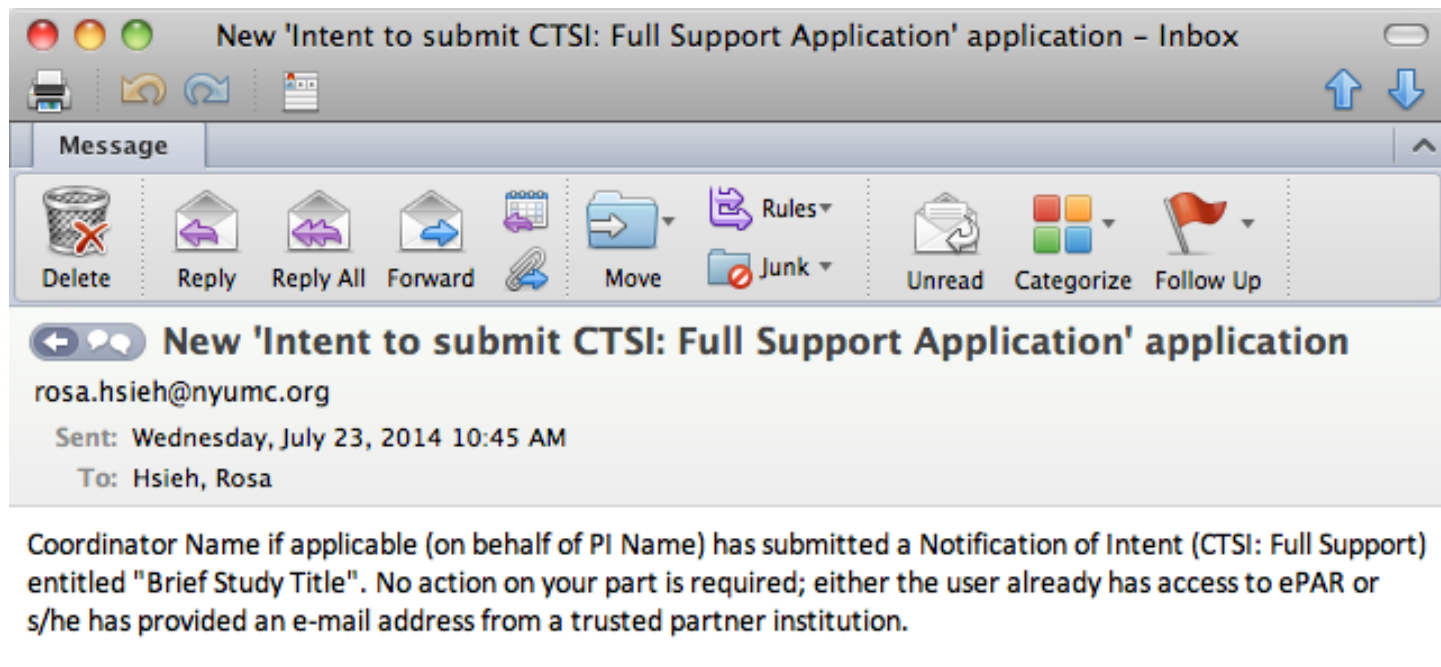
PLEASE DO NOT REFRESH THIS PAGE, AS THIS WILL DUPLICATE YOUR REQUEST.

You will receive an e-mail shortly with a first-time login key and instructions for connecting to our electronic protocol authoring and review system (ePAR).


10. **Coordinator:** Click on the link in the e-mail to login to WebCAMP.



PI, if applicable: You will receive the following email:



11. Login using your Last name, First name and the Password you have just created for yourself.



The image shows the WebCAMP v.4.2a login interface. At the top left, the text "WebCAMP v.4.2a" is displayed in a large, bold, teal font, with "Software Tools for Clinical Research" in a smaller, italicized teal font below it. To the right of this header is a blue button labeled "Contact Us" with a small downward arrow. The main content area is a light teal box with a white border. Inside this box, the text "Please log in." is centered at the top. Below this, the "Session timeout:" is set to "600 minutes". There is a checkbox labeled "Save user info across sessions" which is currently unchecked. Below the checkbox are three input fields: "Last name:", "First name:", and "Password:". Below the "Password:" field is a blue link labeled "Forgot password?". At the bottom of the login box is a "Continue" button and a blue link labeled "Change Password". Below the login box, centered, is a blue link labeled "Troubleshooting".

WebCAMP v.4.2a
Software Tools for Clinical Research

Contact Us

Please log in.

Session timeout: 600 minutes

☐ Save user info across sessions

Last name:

First name:

Password:

[Forgot password?](#)

[Change Password](#)

[Troubleshooting](#)

12. Once logged in, you will need to complete a *full* application in the Protocol, Authoring and Review module. Please refer to the User Manual, **"Submitting a Full New Application in WebCAMP,"** for this.